
Glossary

The following definitions or meanings for words or phrases apply when using this Manual.

ADMINISTRATIVE COSTS—All indirect costs that are not directly chargeable to a specific project, such as electricity, heat, rent, equipment depreciation, executive salaries, business development expenses, and loss of productive time.

AGREEMENT—The legal instrument or negotiated contract that defines the terms, obligations and considerations of the signatory parties.

BUSINESS LICENSE—A license obtained from the Division of Revenue to perform work in the State of Delaware, without which payment can not be processed.

CERTIFICATE OF AUTHORIZATION—A written authorization issued by the Delaware Association of Professional Engineers' Council to a corporation, partnership or sole proprietorship practicing engineering under a name other than in his or her registered name, to engage in the practice of engineering in Delaware.

COMPENSATION—The method or methods of payment, as set forth in the agreement, under which satisfactorily completed work will be reimbursed.

CONSULTANT COORDINATOR **CONTROL** —The person assigned the responsibility of coordinating the consultant procurement process and administering the quality

control program associated with the process.

CONSULTANT POLICY COMMITTEE—A committee made up of the Secretary of Transportation and the Directors, that approves all exceptions or changes to the Department's *Professional Services Procurement Manual* and/or policies.

CONSULTANT PROCEDURES COMMITTEE—A committee consisting of two persons from each Division/Office or Corporation to serve a period of two years as a pool to provide members to the Shortlisting and Selection Committees on a rotating basis. The Offices of External Affairs and Financial Management and Budget are excluded from this committee.

DELAWARE TRANSIT CORPORATION—A corporation, created pursuant to the Delaware Code, which is the parent corporation of subsidiaries created pursuant to Chapter 13 of Title 2, to provide public transit services. DTC is under the administrative responsibility of a Director appointed by the Secretary.

DELAWARE TRANSPORTATION AUTHORITY —An entity created under the Delaware Code consisting of the Secretary of Transportation, the Director of the Office of Financial Management and Budget and the Administrator of the Transportation Trust Fund. DTA is responsible for administering the Delaware Transit Corporation and making appropriate provisions for the maintenance and

operation of the Delaware Turnpike.

DIRECTOR—All references to Director in this manual are to those individuals responsible for the operation of any one of the primary operating units, referred to as Offices, within the Department designated as being under the direction and supervision of a Director.

DIVISION/OFFICE OR CORPORATION—A primary operating unit, usually consisting of several reporting sections identified on the Department's organizational chart as under the responsible charge of a Director. For purposes of this manual, the generalized term Office will be used when referring to one of these units.

EXPRESSION OF INTEREST—A formal response from a consultant to a Request for Consultant Services. Expressions of Interest are accepted only from those consultants preregistered in the specified field(s) of expertise. The Expression of Interest package consists of (1) a Letter of Interest, (2) U.S. Government Form SF 255, (3) U.S. Government Form SF 254, (4) a list of References, and (5) other relevant information that may be required depending upon the project.

EXTRA WORK—Any mutually agreed to services or actions required of the consultant above and beyond the obligations of the original or modified contract.

FIXED FEE (PROFIT)—A dollar amount established to cover the consultant's profit and business expenses not allocated to overhead.

LETTER OF INTEREST—A letter submitted by a consultant in response to a Request for Consultant Services as a portion of the Expression of Interest. The letter is limited in length and must contain only the information requested in the Request for Consultant Services package.

OFFICE—For the purposes of this manual, the term "Office" is used to refer to that Division, Office Authority or Corporation having interest in the particular service being procured.

OPEN-END CONTRACT—An umbrella type agreement, limited to a duration of three years, containing all elements of a standard agreement

except for the specific projects to be completed. Detailed scopes of services and compensation. Notices to proceed are issued on a project by project basis.

ORAL PRESENTATION—In addition to preparing a technical proposal, shortlisted consultants are generally required to give an oral presentation to provide Selection Committee members an opportunity to better evaluate each consultant's understanding and approach to the project and the qualifications of the consultant team. The oral presentation permits Committee members to ask questions concerning the consultant's proposal.

OVERHEAD—As defined by the Department, consists of two parts- administrative costs and payroll burden, usually shown as a single percentage of direct labor costs.

PARENT AGREEMENT—The first agreement with original scope of work, compensation terms, upset limit, and basic binding legal contract requirements.

PAYROLL BURDEN—Those costs directly assignable to direct salaries such as paid sick leave, annual leave, payroll taxes, unemployment compensation, social security contributions, retirement benefits, medical benefits, and insurance benefits.

PRE-AWARD AUDIT—An examination of a consultant's records made in accordance with generally accepted auditing practices after receipt of a selected consultant's price proposal and prior to beginning the negotiating procedure.

PRICE PROPOSAL—A detailed cost estimate prepared by the selected consultant based on the final scope of work. The proposal shows the individual tasks required, with the estimated respective number of person-hours or person-days and associated costs, such as direct labor, escalation, overhead, direct reimbursable costs, fixed fee, total project cost, and other cost matters as necessary to perform the contract.

PROJECT MANAGER—The Department representative designated as responsible for the

day-to-day consultant/Department coordination of a project after initiation.

PUBLIC ANNOUNCEMENT—An abbreviated version of the project description and scope of work used to publicly advertise for engaging a consultant.

RATING FORM—A form showing the factors/criteria normally associated with weighted values used to establish the candidate shortlist.

REGISTRATION—The process through which a consultant is determined to be eligible for consideration by the Shortlist Committee to perform work in a designated field(s) of expertise as specified in the Expression of Interest.

REQUEST FOR CONSULTANT SERVICES—A formal request to consultants interested in performing the specific services outlined in the Request. Consultants respond by submitting an Expression of Interest package. *Request for Proposal* and *RFP* are terms frequently used interchangeably with Request for Consultant Services.

SECRETARY—The Secretary of the Delaware Department of Transportation.

SCOPE OF SERVICES—A detailed description of the various tasks and subtasks that will be undertaken to complete the work outlined in the Scope of Work, usually included as part of the fee proposal submission.

SCOPE OF WORK—A description of the project to be undertaken with limiting geographical or other established parameters within which there is a comprehensive Scope of the Services established to complete the required work.

SCORING SHEET—A form developed for each project showing the criteria with relative weighted values used to separately rate the quality of each technical proposal and oral presentation.

SELECTION COMMITTEE—A committee of five persons normally consisting of one member of the Procedures Committee and four members designated by the initiating Director. The Committee is responsible for selecting the best qualified shortlisted consultant based on analyses of the technical proposals and/or oral presentations. The

Committee is chaired by the Consultant Control Coordinator, who is a non-voting member.

SHORTLIST—The list of the highest rated (normally five) consultants determined the most qualified by the Shortlist Committee from whom a technical proposal should be requested and oral presentation scheduled.

SHORTLIST COMMITTEE—A committee consisting of three persons, one from the Procedures Committee and two from the initiating Office, whose responsibility is to evaluate and rate consultant Expression of Interest submissions. The rating is based on the qualifications presented.

STATE BOARD—The respective Delaware State Board or Association of Registration applicable to the professional discipline being practiced.

SUPPLEMENTAL AGREEMENT—An agreement modifying the original (parent) agreement or the most current supplemental agreement due to a change in the contract terms, such as a change in the services for completion or addition/deletion of work to an already covered task as established in the Scope of Services but within the original Scope of Work.

TECHNICAL PROPOSAL—A formal unpriced submission by the shortlisted consultants which demonstrates their understanding, qualifications and ability to complete the tasks as detailed in the Scope of Work. This proposal is reviewed and ranked by the Selection Committee prior to the Oral Interview.

UN-PRICED PROPOSAL—A term used interchangeably with Technical Proposal.

UPSET LIMIT—The total compensation, including all allowable reimbursable costs, whether direct or indirect, due a consultant. The upset limit is based on the terms of the parent agreement plus or minus changes in the supplemental agreements. Payments to the consultant cannot exceed the upset limit.